

Fanshawe College

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Documentation (Approvals etc...)

Business Administration - Human Resources

2010

FANS 01278 Business Administration - Human Resources - CVS Application

Fanshawe College

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Credentials Validation Service

Service de validation des
titres de compétence

ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY
CREDENTIALS VALIDATION SERVICE

APPLICATION FOR PROGRAM VALIDATION

This proposal will be sent to MTCU for Approval for Funding ___X___YES ___ NO

| |
|---|
| 1. College: FANSHAWE COLLEGE |
| 2. College contact person responsible for this proposal: Name: Cliona Geraghty Title: Business Human Resources Program Coordinator, Lawrence Kinlin School of Business Telephone: 519 -452-4430 ext 4975 Electronic mail: cgeraghty@fanshawec.ca |
| 3. Proposed Program Title: Business Administration – Human Resources |
| 4. Proposed Credential: (please indicate below) Local Board Approved Certificate <input type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Ontario College Diploma <input type="checkbox"/> Ontario College Advanced Diploma X Ontario College Graduate Certificate <input type="checkbox"/> |
| 5. Proposed Program Outcomes: Please complete and attach the two Program Maps (Appendix A - Form 1 and Form 2) <i>Attached</i> |
| 6. Proposed Program Description: Please complete and attach the Program Description Form (Appendix B) <i>Attached</i> |
| 7. Proposed Program Curriculum: Please complete and attach the Program Curriculum Form (Appendix C) <i>Attached</i> |

8. Date of Submission: April 5, 2010

9. Date of CVS Response: April 7, 2010

10. Validation Decision:

Proposal Validated (APS Number: FANS 01278)

Signed on behalf of CVS: Tim Klassen

Send the completed form and required appendices to: klassen@collegecv.on.ca For detailed information on how to complete the Application for Program Validation, please refer to the Instructions for Submission document. For any additional information contact: College Credential Validation Service, 655 Bay Street, Suite 400, Toronto, ON M5G 2K4; or by telephone at (416) 596-8799



**ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY
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APPENDIX A - PROGRAM MAPS

(Vocational Program Outcomes & Essential Employability Skills Outcomes)

Vocational Program Learning Outcomes:

Form 1(attached) is provided to assist you in mapping your proposed program vocational learning outcomes against existing vocational outcomes found in either Provincial Program Standards or in Provincial Program Descriptions.

Where there is a relevant Provincial Program Standard, the approved Vocational Learning Outcomes must appear in the first column, followed by your proposed program vocational learning outcomes.

Where there are no Provincial Program Standards, the first column will contain program outcomes from the Provincial Program Description. Again, your proposed program vocational learning outcomes will be added in

the middle column.

NOTE: *Both these types of documents can be obtained from staff at the CVS or at the Colleges Branch, MTCU.*

The last column will contain a list of the relevant curriculum proposed in your program to address the outcome in a manner that ensures the graduate will have reliably demonstrated the required skill or ability. Course numbers or course codes, corresponding to those provided in your list of courses (Appendix C), are sufficient in this column.

Essential Employability Skills Outcomes:

A mapping of the Essential Employability Skills (EES) will be done on Form 2 (attached).

The instructions / requirements for this map are the same as for the Vocational Program Map. The first three columns contain the approved skill categories, the defining skills, and the EES learning outcomes. The last column will contain the proposed curriculum (as listed in Appendix C) that will ensure the meeting of these outcomes.



**ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY
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**APPENDIX A - PROGRAM MAPS
 Form 1 - Vocational Program Outcomes**

| PROVINCIAL PROGRAM STANDARD VOCATIONAL LEARNING OUTCOMES / PROVINCIAL PROGRAM DESCRIPTION OUTCOMES | PROPOSED PROGRAM VOCATIONAL LEARNING OUTCOMES | COURSE TITLE / COURSE CODE (From Appendix C) |
|---|--|---|
| 1. contribute to the planning and implementation of employee recruitment, selection, and retention strategies. | 1. contribute to the planning and implementation of employee recruitment, selection, and retention strategies. | MKTG 1012 Principles of Marketing 1 BUSI 1005 Introduction to Business Processes MGMT 1017 Human Resources Management MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour MGMT 1197 Human Resources |

| | | |
|--|--|---|
| | | Mentorship MGMT 3009 Recruitment & Selection MGMT 4001 Human Resources Planning MGMT ##### Managing Leaders & Leadership MGMT ##### HR Community Consultancy 2 |
| 2. administer and facilitate the performance management program. | 2. administer and facilitate the performance management program. | ACCT 1004 Principles of Accounting 1 MGMT 1017 Human Resources Management MGMT 3043 Performance Management MGMT 3007 Organizational Behaviour MGMT 3048 Compensation & Benefits Administration MGMT 3042 Training & Development MGMT 1197 Human Resources Mentorship MGMT ##### Employee Resolution & Problem Solving FINA 1038 Finance & Accounting for Non-Accountants BUSI 1002 Work Issues and Ethics MGMT ##### Negotiating |

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| | | Skills/Mediation & Conflict Resolution MGMT ##### HR Community Consultancy 1 MGMT ##### Managing Leaders & Leadership MGMT ##### HR Community Consultancy 2 |
| 3. coordinate and support the development, implementation, and evaluation of employee orientation, training, and development programs. | 3. coordinate and support the development, implementation, and evaluation of employee orientation, training, and development programs. | MKTG 1012 Principles of Marketing 1 MGMT 1017 Human Resources Management MGMT 3007 Organizational Behaviour MGMT 3042 Training & Development LAWS ##### Employment Law MGMT 1197 Human Resources Mentorship MGMT ##### Managing Leaders & Leadership |
| 4. implement and support effective employee and labour relations strategies in both non-union and union environments. | 4. implement and support effective employee and labour relations strategies in both non-union and union environments. | BUSI 1060 Strategies for Success WRIT 1032 Reason & Writing – Business 1 FINA 1004 Finance 1 MGMT 1017 Human Resources Management COMM 3020 Professional Communication |

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| | | <p>MGMT 3043 Performance Management</p> <p>MGMT 1196 HR Mentorship</p> <p>Foundations</p> <p>MGMT 3007 Organizational Behaviour</p> <p>MGMT 3042 Training & Development</p> <p>LAWS #### Employment Law</p> <p>MGMT 1197 Human Resources</p> <p>Mentorship</p> <p>MGMT 3009 Recruitment & Selection</p> <p>MGMT #### Employee Resolution & Problem Solving</p> <p>BUSI 1002 Work Issues and Ethics</p> <p>SFTY #### Occupational Health & Safety Legislation</p> <p>MGMT #### Negotiating Skills/Mediation & Conflict Resolution</p> <p>MGMT #### HR Community Consultancy 1</p> <p>MGMT 1163 Labour Relations</p> <p>MGMT #### Managing Leaders & Leadership</p> <p>MGMT #### HR Community Consultancy 2</p> |
|--|--|---|

| | | |
|---|---|--|
| <p>5. administer and communicate the organization's total compensation plan.</p> | <p>5. administer and communicate the organization's total compensation plan.</p> | <p>MKTG 1012 Principles of Marketing 1 MATH 1052 Business Math FINA 1004 Finance 1 MGMT 1017 Human Resources Management ACCT 1059 Payroll Compliance Legislation MGMT 3048 Compensation & Benefits Administration ACCT 1065 Payroll Fundamentals 1 MGMT 1197 Human Resources Mentorship MGMT 3009 Recruitment & Selection ACCT 3033 Payroll Fundamentals 2 MATH ##### HRIS – Statistics and Analysis MGMT 1163 Labour Relations</p> |
| <p>6. collaborate with others, in the implementation and monitoring of organizational health and safety policies and practices.</p> | <p>6. collaborate with others, in the implementation and monitoring of organizational health and safety policies and practices.</p> | <p>BUSI 1060 Strategies for Success MGMT 1017 Human Resources Management MGMT 1196 HR Mentorship Foundations LAWS ##### Employment Law MGMT 1197 Human Resources</p> |

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|---|---|---|
| | | Mentorship HLTH 1102 Occupational Health & Safety BUSI 1002 Work Issues and Ethics SFTY ##### Occupational Health & Safety Legislation MGMT ##### HR Community Consultancy 1 MGMT ##### Managing Leaders & Leadership SFTY 3003 Safety Administration SFTY 3004 Hazard Management MGMT ##### HR Community Consultancy 2 |
| 7. contribute to the identification of information needs and apply current and emerging information technologies to support the human resources function. | 7. contribute to the identification of information needs and apply current and emerging information technologies to support the human resources function. | MKTG 1012 Principles of Marketing 1 MGMT 1017 Human Resources Management COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management ACCT 1059 Payroll Compliance |

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| | | <p>Legislation</p> <p>MGMT 3007 Organizational Behaviour</p> <p>MGMT 3042 Training & Development</p> <p>ACCT 1065 Payroll Fundamentals 1</p> <p>MGMT 1197 Human Resources</p> <p>Mentorship</p> <p>MGMT 3009 Recruitment & Selection</p> <p>ACCT 3033 Payroll Fundamentals 2</p> <p>MGMT 4001 Human Resources</p> <p>Planning</p> <p>MATH ##### HRIS – Statistics and Analysis</p> <p>MGMT 1163 Labour Relations</p> <p>MGMT ##### Managing Leaders & Leadership</p> <p>MGMT ##### HR Community</p> <p>Consultancy 2</p> |
| <p>8. contribute to organizational development*</p> <p>Strategies aimed at promoting organizational effectiveness.</p> | <p>8. contribute to organizational development*</p> <p>Strategies aimed at promoting organizational effectiveness.</p> | <p>ACCT 1004 Principles of Accounting 1</p> <p>MKTG 1012 Principles of Marketing 1</p> <p>MGMT ##### Introduction to Business Processes</p> <p>MGMT 1017 Human Resources Management</p> <p>COMM 3020 Professional</p> |

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| | | <p>Communication</p> <p>MGMT 3043 Performance Management</p> <p>MGMT 1196 HR Mentorship</p> <p>Foundations</p> <p>MGMT 3007 Organizational Behaviour</p> <p>MGMT 3048 Compensation & Benefits Administration</p> <p>MGMT 3042 Training & Development</p> <p>LAWS #### Employment Law</p> <p>ECON 1005 Economics 2</p> <p>MGMT 1197 Human Resources Mentorship</p> <p>MGMT 3009 Recruitment & Selection</p> <p>MGMT #### Employee Resolution & Problem Solving</p> <p>FINA 1038 Finance & Accounting for Non-Accountants</p> <p>BUSI 1002 Work Issues and Ethics</p> <p>MGMT #### Negotiating Skills/Mediation & Conflict Resolution</p> <p>MGMT #### HR Community Consultancy 1</p> <p>MGMT 1163 Labour Relations</p> <p>MGMT #### Managing Strategic HR</p> |
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|---|---|---|
| | | Projects MGMT ##### Managing Leaders & Leadership ECON 1002 Economics 1 MGMT ##### HR Community Consultancy 2 |
| 9. present and evaluate communication messages and processes related to the human resources function of the organization. | 9. present and evaluate communication messages and processes related to the human resources function of the organization. | MKTG 1012 Principles of Marketing 1 WRIT 1032 Reason & Writing – Business 1 MGMT 1017 Human Resources Management COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management ACCT 1059 Payroll Compliance Legislation MGMT 1196 HR Mentorship Foundations MGMT 3048 Compensation & Benefits Administration MGMT 3042 Training & Development LAWS ##### Employment Law |

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|--|--|---|
| | | ACCT 1065 Payroll Fundamentals 1 MGMT 1197 Human Resources Mentorship MGMT 3009 Recruitment & Selection BUSI 1068 Effective Meeting & Presentations ACCT 3033 Payroll Fundamentals 2 BUSI 1002 Work Issues and Ethics MGMT ##### HR Community Consultancy 1 MGMT 1163 Labour Relations MGMT ##### Managing Strategic HR Projects MGMT ##### Managing Leaders & Leadership MGMT ##### HR Community Consultancy 2 |
| 10. develop, implement, and evaluate personal professional development plans to achieve ongoing competence in human resources professional practice. | 10. develop, implement, and evaluate personal professional development plans to achieve ongoing competence in human resources professional practice. | BUSI 1060 Strategies for Success MGMT 1017 Human Resources Management MGMT 3043 Performance Management MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour |

| | | |
|--|--|--|
| | | <p>MGMT 3042 Training & Development</p> <p>MGMT 1197 Human Resources</p> <p>Mentorship</p> <p>MGMT 3009 Recruitment & Selection</p> <p>MGMT ##### Managing Leaders & Leadership</p> <p>MGMT ##### HR Community</p> <p>Consultancy 2</p> |
| <p>11. identify and communicate the human resources component of the organization's business plan.</p> | <p>11. identify and communicate the human resources component of the organization's business plan.</p> | <p>BUSI 1005 Introduction to Business Processes</p> <p>MGMT 1017 Human Resources Management</p> <p>MGMT 3043 Performance Management</p> <p>MGMT 3048 Compensation & Benefits Administration</p> <p>ECON 1005 Economics 2</p> <p>MGMT 1197 Human Resources</p> <p>Mentorship</p> <p>MGMT 3009 Recruitment & Selection</p> <p>MGMT 4001 Human Resources Planning</p> <p>FINA 1038 Finance & Accounting for Non-Accountants</p> <p>BUSI 1002 Work Issues and Ethics</p> |

| | | |
|---|---|---|
| | | <p>MGMT ##### HR Community Consultancy 1</p> <p>MGMT ##### Managing Strategic HR Projects</p> <p>MGMT ##### Managing Leaders & Leadership</p> <p>ECON 1002 Economics 1</p> <p>MGMT ##### HR Community Consultancy 2</p> |
| <p>12. contribute to the collection, analysis, and utilization of human resources data.</p> | <p>12. contribute to the collection, analysis, and utilization of human resources data.</p> | <p>MKTG 1012 Principles of Marketing 1</p> <p>MGMT 1017 Human Resources Management</p> <p>COMP 1390 Software Applications for the HR Professional</p> <p>MGMT 1196 HR Mentorship Foundations</p> <p>MGMT 3048 Compensation & Benefits Administration</p> <p>MGMT 3042 Training & Development</p> <p>MGMT 1197 Human Resources Mentorship</p> <p>MGMT 3009 Recruitment & Selection</p> <p>MGMT 4001 Human Resources Planning</p> |

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|--|--|---|
| | | MATH #### HRIS – Statistics and Analysis MGMT 1163 Labour Relations MGMT #### Managing Strategic HR Projects MGMT #### Managing Leaders & Leadership MGMT #### HR Community Consultancy 2 |
|--|--|---|

Add additional rows as required to complete the mapping exercise.

**ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY
 CREDENTIALS VALIDATION SERVICE**

APPENDIX A - PROGRAM MAPS

Form 2 - Essential Employability Skills Outcomes

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|-------------------------|--|---|---|
| COMMUNICATION | <ul style="list-style-type: none"> • Reading • Writing • Speaking • Listening • Presenting • Visual Literacy | <ul style="list-style-type: none"> ➤ 1. communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience | ACCT 1004 Principles of Accounting 1 BUSI 1060 Strategies for Success MKTG 1012 Principles of Marketing 1 BUSI 1005 Introduction to Business Processes WRIT 1032 Reason & Writing – Business 1 FINA 1004 Finance 1 MGMT 1017 Human Resources Management |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|--|---|
| | | | COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management ACCT 1059 Payroll Compliance Legislation MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour MGMT 3048 Compensation & Benefits Administration MGMT 3042 Training & Development ACCT 1065 Payroll Fundamentals 1 ECON 1005 Economics 2 MGMT 1197 Human Resources Mentorship MGMT 3009 Recruitment & Selection INDS #### General Education Elective |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|--|
| | | | HLTH 1102 Occupational Health & Safety MGMT ##### Employee Resolution & Problem Solving BUSI 1068 Effective Meeting & Presentations ACCT 3033 Payroll Fundamentals 2 MGMT 4001 Human Resources Planning FINA 1038 Finance & Accounting for Non-Accountants BUSI 1002 Work Issues and Ethics SFTY ##### Occupational Health & Safety Legislation MATH ##### HRIS – Statistics and Analysis MGMT ##### Negotiating Skills/Mediation & Conflict Resolution INDS ##### General Education |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|--|---|
| | | | Elective MGMT ##### HR Community Consultancy 1 MGMT 1163 Labour Relations MGMT ##### Managing Strategic HR Projects MGMT ##### Managing Leaders & Leadership SFTY 3003 Safety Administration SFTY 3004 Hazard Management MGMT ##### HR Community Consultancy 2 |
| | | ➤ 2. respond to written, spoken, or visual messages in a manner that ensures effective communication | ACCT 1004 Principles of Accounting 1 BUSI 1060 Strategies for Success MKTG 1012 Principles of Marketing 1 MATH 1052 Business Math BUSI 1005 Introduction to Business Processes WRIT 1032 Reason & Writing – Business 1 |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | FINA 1004 Finance 1 MGMT 1017 Human Resources Management COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management ACCT 1059 Payroll Compliance Legislation MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour MGMT 3048 Compensation & Benefits Administration MGMT 3042 Training & Development LAWS #### Employment Law ACCT 1065 Payroll Fundamentals 1 ECON 1005 Economics 2 MGMT 1197 Human Resources |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | Mentorship MGMT 3009 Recruitment & Selection INDS ##### General Education Elective HLTH 1102 Occupational Health & Safety MGMT ##### Employee Resolution & Problem Solving BUSI 1068 Effective Meeting & Presentations ACCT 3033 Payroll Fundamentals 2 MGMT 4001 Human Resources Planning FINA 1038 Finance & Accounting for Non-Accountants BUSI 1002 Work Issues and Ethics SFTY ##### Occupational Health & Safety Legislation MATH ##### HRIS – Statistics and |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|--|
| | | | Analysis MGMT ##### Negotiating Skills/Mediation & Conflict Resolution INDS ##### General Education Elective MGMT ##### HR Community Consultancy 1 MGMT 1163 Labour Relations MGMT ##### Managing Strategic HR Projects MGMT ##### Managing Leaders & Leadership SFTY 3003 Safety Administration SFTY 3004 Hazard Management ECON 1002 Economics 1 MGMT ##### HR Community Consultancy 2 |
| NUMERACY | • Understanding and | ➤ 3. execute mathematical operations | ACCT 1004 Principles of Accounting 1 MKTG 1012 Principles of Marketing 1 |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|---|---|---|
| | <p>applying mathematical concepts and reasoning</p> <ul style="list-style-type: none"> • Analysing and using numerical data • Conceptualizing | accurately | <p>MATH 1052 Business Math</p> <p>BUSI 1005 Introduction to Business Processes</p> <p>FINA 1004 Finance 1</p> <p>MGMT 1017 Human Resources Management</p> <p>COMP 1390 Software Applications for the HR Professional</p> <p>MGMT 3043 Performance Management</p> <p>MGMT 3048 Compensation & Benefits Administration</p> <p>MGMT 3042 Training & Development</p> <p>ACCT 1065 Payroll Fundamentals 1</p> <p>ECON 1005 Economics 2</p> <p>MGMT 1197 Human Resources Mentorship</p> <p>MGMT 3009 Recruitment & Selection</p> <p>HLTH 1102 Occupational Health & Safety</p> <p>BUSI 1068 Effective Meeting &</p> |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | Presentations ACCT 3033 Payroll Fundamentals 2 FINA 1038 Finance & Accounting for Non-Accountants SFTY ##### Occupational Health & Safety Legislation MATH ##### HRIS – Statistics and Analysis MGMT ##### HR Community Consultancy 1 MGMT ##### Managing Strategic HR Projects SFTY 3003 Safety Administration SFTY 3004 Hazard Management ECON 1002 Economics 1 MGMT ##### HR Community Consultancy 2 |
| | | ➤ 4. apply a systematic approach to | ACCT 1004 Principles of Accounting 1 |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|-------------------------------------|--|--|---|
| CRITICAL THINKING & PROBLEM SOLVING | <ul style="list-style-type: none"> • Analysing • Synthesizing • Evaluating • Decision-making • Creative and innovative thinking | solve problems | BUSI 1060 Strategies for Success MKTG 1012 Principles of Marketing 1 MATH 1052 Business Math BUSI 1005 Introduction to Business Processes WRIT 1032 Reason & Writing – Business 1 MGMT 1017 Human Resources Management COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour MGMT 3048 Compensation & Benefits Administration MGMT 3042 Training & Development |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|--|---|
| | | | LAWS #### Employment Law ACCT 1065 Payroll Fundamentals 1 ECON 1005 Economics 2 MGMT 1197 Human Resources Mentorship MGMT 3009 Recruitment & Selection HLTH 1102 Occupational Health & Safety MGMT #### Employee Resolution & Problem Solving BUSI 1068 Effective Meeting & Presentations ACCT 3033 Payroll Fundamentals 2 MGMT 4001 Human Resources Planning FINA 1038 Finance & Accounting for Non-Accountants BUSI 1002 Work Issues and Ethics SFTY #### Occupational Health & Safety Legislation |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|--|
| | | | MATH ##### HRIS – Statistics and Analysis MGMT ##### Negotiating Skills/Mediation & Conflict Resolution MGMT ##### HR Community Consultancy 1 MGMT 1163 Labour Relations MGMT ##### Managing Strategic HR Projects MGMT ##### Managing Leaders & Leadership SFTY 3003 Safety Administration SFTY 3004 Hazard Management ECON 1002 Economics 1 MGMT ##### HR Community Consultancy 2 |
| | | ➤ 5. use a variety of thinking skills to anticipate and solve problems | ACCT 1004 Principles of Accounting 1 BUSI 1060 Strategies for Success MKTG 1012 Principles of Marketing 1 |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | MATH 1052 Business Math BUSI 1005 Introduction to Business Processes WRIT 1032 Reason & Writing – Business 1 MGMT 1017 Human Resources Management COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour MGMT 3048 Compensation & Benefits Administration MGMT 3042 Training & Development LAWS ##### Employment Law ACCT 1065 Payroll Fundamentals 1 |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | ECON 1005 Economics 2 MGMT 1197 Human Resources Mentorship MGMT 3009 Recruitment & Selection INDS ##### General Education Elective HLTH 1102 Occupational Health & Safety MGMT ##### Employee Resolution & Problem Solving BUSI 1068 Effective Meeting & Presentations ACCT 3033 Payroll Fundamentals 2 MGMT 4001 Human Resources Planning FINA 1038 Finance & Accounting for Non-Accountants BUSI 1002 Work Issues and Ethics SFTY ##### Occupational Health & Safety Legislation |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | MATH #### HRIS – Statistics and Analysis MGMT #### Negotiating Skills/Mediation & Conflict Resolution INDS #### General Education Elective MGMT #### HR Community Consultancy 1 MGMT 1163 Labour Relations MGMT #### Managing Strategic HR Projects MGMT #### Managing Leaders & Leadership SFTY 3003 Safety Administration SFTY 3004 Hazard Management MGMT #### HR Community Consultancy 2 |
| INFORMATION | • Gathering and | ➤ 6. locate, select, organize, and | ACCT 1004 Principles of Accounting 1 |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|--|
| MANAGEMENT | <ul style="list-style-type: none"> managing information • Selecting and using appropriate tools and technology for a task or a project • Computer literacy • Internet skills | document information using appropriate technology and information systems | MKTG 1012 Principles of Marketing 1 BUSI 1005 Introduction to Business Processes WRIT 1032 Reason & Writing – Business 1 MGMT 1017 Human Resources Management COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management ACCT 1059 Payroll Compliance Legislation MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour MGMT 3048 Compensation & Benefits Administration MGMT 3042 Training & Development |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|--|
| | | | LAWS #### Employment Law ACCT 1065 Payroll Fundamentals 1 ECON 1005 Economics 2 MGMT 1197 Human Resources Mentorship MGMT 3009 Recruitment & Selection INDS #### General Education Elective HLTH 1102 Occupational Health & Safety MGMT #### Employee Resolution & Problem Solving BUSI 1068 Effective Meeting & Presentations ACCT 3033 Payroll Fundamentals 2 MGMT 4001 Human Resources Planning FINA 1038 Finance & Accounting for Non-Accountants BUSI 1002 Work Issues and Ethics |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | SFTY ##### Occupational Health & Safety Legislation MATH ##### HRIS – Statistics and Analysis MGMT ##### Negotiating Skills/Mediation & Conflict Resolution INDS ##### General Education Elective MGMT ##### HR Community Consultancy 1 MGMT ##### Managing Strategic HR Projects SFTY 3003 Safety Administration SFTY 3004 Hazard Management MGMT ##### HR Community Consultancy 2 |
| | | ➤ 7. analyze, evaluate, and apply relevant information from a variety of | ACCT 1004 Principles of Accounting 1 MKTG 1012 Principles of Marketing 1 BUSI 1005 Introduction to Business |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|--|--|
| | | sources | Processes WRIT 1032 Reason & Writing – Business 1 FINA 1004 Finance 1 MGMT 1017 Human Resources Management COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour MGMT 3048 Compensation & Benefits Administration MGMT 3042 Training & Development LAWS #### Employment Law ACCT 1065 Payroll Fundamentals 1 ECON 1005 Economics 2 |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|--|
| | | | MGMT 1197 Human Resources Mentorship MGMT 3009 Recruitment & Selection INDS ##### General Education Elective HLTH 1102 Occupational Health & Safety MGMT ##### Employee Resolution & Problem Solving BUSI 1068 Effective Meeting & Presentations ACCT 3033 Payroll Fundamentals 2 MGMT 4001 Human Resources Planning FINA 1038 Finance & Accounting for Non-Accountants BUSI 1002 Work Issues and Ethics SFTY ##### Occupational Health & Safety Legislation MGMT ##### Negotiating |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|---|---|--|
| | | | Skills/Mediation & Conflict Resolution INDS #### General Education Elective MGMT #### HR Community Consultancy 1 MGMT 1163 Labour Relations MGMT #### Managing Strategic HR Projects MGMT #### Managing Leaders & Leadership SFTY 3003 Safety Administration SFTY 3004 Hazard Management MGMT #### HR Community Consultancy 2 |
| INTER-PERSONAL | <ul style="list-style-type: none"> • Team work • Relationship management • Conflict resolution | ➤ 8. show respect for the diverse opinions, values, belief systems, and contributions of others | ACCT 1004 Principles of Accounting 1 BUSI 1060 Strategies for Success MKTG 1012 Principles of Marketing 1 BUSI 1005 Introduction to Business Processes |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|--|
| | <ul style="list-style-type: none"> • Leadership • Networking | | WRIT 1032 Reason & Writing – Business 1 MGMT 1017 Human Resources Management COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management ACCT 1059 Payroll Compliance Legislation MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour MGMT 3048 Compensation & Benefits Administration MGMT 3042 Training & Development LAWS ##### Employment Law ACCT 1065 Payroll Fundamentals 1 |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | ECON 1005 Economics 2 MGMT 1197 Human Resources Mentorship MGMT 3009 Recruitment & Selection INDS ##### General Education Elective HLTH 1102 Occupational Health & Safety MGMT ##### Employee Resolution & Problem Solving BUSI 1068 Effective Meeting & Presentations ACCT 3033 Payroll Fundamentals 2 FINA 1038 Finance & Accounting for Non-Accountants BUSI 1002 Work Issues and Ethics SFTY ##### Occupational Health & Safety Legislation MATH ##### HRIS – Statistics and |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | Analysis MGMT ##### Negotiating Skills/Mediation & Conflict Resolution INDS ##### General Education Elective MGMT ##### HR Community Consultancy 1 MGMT 1163 Labour Relations MGMT ##### Managing Strategic HR Projects MGMT ##### Managing Leaders & Leadership SFTY 3003 Safety Administration SFTY 3004 Hazard Management MGMT ##### HR Community Consultancy 2 |
| | | ➤ 9. interact with others in groups or teams in ways that contribute to | ACCT 1004 Principles of Accounting 1 BUSI 1060 Strategies for Success MKTG 1012 Principles of Marketing 1 |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|--|
| | | effective working relationships and the achievement of goals | MATH 1052 Business Math BUSI 1005 Introduction to Business Processes WRIT 1032 Reason & Writing – Business 1 MGMT 1017 Human Resources Management COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour MGMT 3048 Compensation & Benefits Administration MGMT 3042 Training & Development LAWS #### Employment Law |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|--|--|
| | | | ECON 1005 Economics 2 MGMT 1197 Human Resources Mentorship MGMT 3009 Recruitment & Selection HLTH 1102 Occupational Health & Safety MGMT ##### Employee Resolution & Problem Solving BUSI 1068 Effective Meeting & Presentations MGMT 4001 Human Resources Planning FINA 1038 Finance & Accounting for Non-Accountants BUSI 1002 Work Issues and Ethics SFTY ##### Occupational Health & Safety Legislation MATH ##### HRIS – Statistics and Analysis |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|---|---|--|
| | | | MGMT ##### Negotiating Skills/Mediation & Conflict Resolution MGMT ##### HR Community Consultancy 1 MGMT 1163 Labour Relations MGMT ##### Managing Strategic HR Projects MGMT ##### Managing Leaders & Leadership SFTY 3003 Safety Administration SFTY 3004 Hazard Management MGMT ##### HR Community Consultancy 2 |
| PERSONAL | <ul style="list-style-type: none"> • Managing self • Managing change and being flexible and adaptable • Engaging in reflective | <ul style="list-style-type: none"> ➤ 10. manage the use of time and other resources to complete projects | ACCT 1004 Principles of Accounting 1 BUSI 1060 Strategies for Success MKTG 1012 Principles of Marketing 1 MATH 1052 Business Math BUSI 1005 Introduction to Business Processes WRIT 1032 Reason & Writing – |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|--|
| | <p>practices</p> <ul style="list-style-type: none"> • Demonstrating personal responsibility | | <p>Business 1 FINA 1004 Finance 1 MGMT 1017 Human Resources Management COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management ACCT 1059 Payroll Compliance Legislation MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour MGMT 3048 Compensation & Benefits Administration MGMT 3042 Training & Development LAWS #### Employment Law ACCT 1065 Payroll Fundamentals 1 ECON 1005 Economics 2</p> |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|--|
| | | | MGMT 1197 Human Resources Mentorship MGMT 3009 Recruitment & Selection INDS ##### General Education Elective HLTH 1102 Occupational Health & Safety MGMT ##### Employee Resolution & Problem Solving BUSI 1068 Effective Meeting & Presentations ACCT 3033 Payroll Fundamentals 2 MGMT 4001 Human Resources Planning FINA 1038 Finance & Accounting for Non-Accountants BUSI 1002 Work Issues and Ethics SFTY ##### Occupational Health & Safety Legislation MATH ##### HRIS – Statistics and |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | Analysis MGMT ##### Negotiating Skills/Mediation & Conflict Resolution INDS ##### General Education Elective MGMT ##### HR Community Consultancy 1 MGMT 1163 Labour Relations MGMT ##### Managing Strategic HR Projects MGMT ##### Managing Leaders & Leadership SFTY 3003 Safety Administration SFTY 3004 Hazard Management MGMT ##### HR Community Consultancy 2 |
| | | ➤ 11. take responsibility for one's own actions, decisions, and consequences | ACCT 1004 Principles of Accounting 1 BUSI 1060 Strategies for Success MKTG 1012 Principles of Marketing 1 |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | MATH 1052 Business Math BUSI 1005 Introduction to Business Processes WRIT 1032 Reason & Writing – Business 1 FINA 1004 Finance 1 MGMT 1017 Human Resources Management COMP 1390 Software Applications for the HR Professional COMM 3020 Professional Communication MGMT 3043 Performance Management ACCT 1059 Payroll Compliance Legislation MGMT 1196 HR Mentorship Foundations MGMT 3007 Organizational Behaviour MGMT 3048 Compensation & Benefits Administration |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|--|--|
| | | | MGMT 3042 Training & Development LAWS ##### Employment Law ACCT 1065 Payroll Fundamentals 1 ECON 1005 Economics 2 MGMT 1197 Human Resources Mentorship MGMT 3009 Recruitment & Selection INDS ##### General Education Elective HLTH 1102 Occupational Health & Safety MGMT ##### Employee Resolution & Problem Solving BUSI 1068 Effective Meeting & Presentations ACCT 3033 Payroll Fundamentals 2 MGMT 4001 Human Resources Planning FINA 1038 Finance & Accounting for |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|---|---|
| | | | Non-Accountants BUSI 1002 Work Issues and Ethics SFTY ##### Occupational Health & Safety Legislation MATH ##### HRIS – Statistics and Analysis MGMT ##### Negotiating Skills/Mediation & Conflict Resolution INDS ##### General Education Elective MGMT ##### HR Community Consultancy 1 MGMT 1163 Labour Relations MGMT ##### Managing Strategic HR Projects MGMT ##### Managing Leaders & Leadership SFTY 3003 Safety Administration SFTY 3004 Hazard Management |

| SKILL CATEGORIES | DEFINING SKILLS Skill areas to be demonstrated by the graduates | ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to: | COURSE TITLE / COURSE CODE (From Appendix C) |
|------------------|--|--|---|
| | | | ECON-1002 Economics 1 MGMT ##### HR Community Consultancy 2 |

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APPENDIX B - PROGRAM DESCRIPTION

PROGRAM DESCRIPTION: (including occupational areas where it is anticipated graduates will find employment)

Description

The Business Administration – Human Resources Ontario College Advanced Diploma is a three-year program for students seeking training in human resources administration within the context of a college business education. Students graduating from the advanced diploma are likely to continue their education at a university, completing a degree and then pursuing a professional designation in human resources. The proposed program meets the Ministry of Training, Colleges and Universities (MTCU) Program Standard for Business Administration – Human Resources (MTCU Funding Code 60223).

The proposed advanced diploma program is delivered in six 15-week semesters, with registrants first completing the Business – Human Resources Ontario College Diploma after four semesters. The program delivery is modeled on two successful advanced diplomas currently offered by the Lawrence Kinlin School of Business in marketing and accounting. In this model, students complete the two-year program before applying for transfer to the third year (the advanced diploma); in this way, the two-year program serves as a natural feeder program for the advanced diploma program. (Students may exit after completing the two-year diploma.)

The program delivery model combines in-class, blended and online courses over six semesters, with the third year of the program (semesters five and six) designated as laptop delivery. Experiential learning is incorporated into all semesters, starting with case studies and culminating with a mentorship in the fourth semester of the advanced diploma (final semester of the two-year

diploma program). The mentorship partners a student with a human resources professional for one day a week for ten weeks, exposing students to the field and providing an invaluable opportunity for students to network and demonstrate competence. In addition to the mentorship, in the final two semesters of the three-year diploma, students may apply for a position in the Community Consultancy, a program in which select students work with local businesses as human resources consultants.

The program curriculum meets all the coursework requirements of the Certified Human Resources Professional (CHRP) designation of the Human Resources Professional Association (HRPA), the equivalent of nine courses. Graduates who choose to pursue a university degree and who achieve the HRPA-established minimum grade requirement for the CHRP courses may complete the next steps toward their CHRP designation. The CHRP designation is the most widely recognized credential within the human resources field in Canada.

The balance of the curriculum prepares students for both administrative and specialist roles within the context of human resources. Under the broad realm of administration, students study conflict resolution, negotiation skills, leadership, performance management and professional communication. With regard to specific skills, students take courses leading to the following external designations: 1) Payroll Compliance Practitioner (PCP), 2) Canadian Training and Development Professional (CTDP) and 3) Canadian Registered Safety Professional (CRSP). No other Ontario College program prepares students to pursue the CHRP designation as well as three additional credentials. NOTE: Students exiting after four semesters and graduating with the Business – Human Resources Diploma are prepared for clerical entry-level human resources positions and, having completed all their payroll coursework, can continue working toward their PCP designation. They will have completed some courses toward each of the CHRP, CTDP, and CRSP designations.

The Business Administration – Human Resources Advanced Diploma provides college graduates with greatly enhanced degree completion options as compared with a two-year diploma as universities offer more opportunities to graduates of advanced diplomas. Graduates of Fanshawe's advanced diploma would be eligible for several articulation opportunities, most

notably, the Nipissing-Fanshawe onsite Bachelor of Commerce degree completion program. While degree completion opportunities will continue to be available to graduates of the two-year program, those graduates would not have met all the CHRP coursework requirements through their program.

HR related certifications

Fanshawe College is closely aligned with the *Human Resources Professionals Association* (HRPA). Accordingly, advanced diploma graduates, meeting the HRPA course specific requirements (9 CHRP courses delivered in this program, minimum grade requirement – details at www.hrpa.org), will be eligible for the academic component of the Certified Human Resources Professionals (CHRP) designation. Additional study (articulation and completion of a university degree) and experiential requirements will be necessary after this program for achieving the CHRP designation.

Fanshawe College is closely aligned with the *Canadian Society for Training and Development* (CSTD). Accordingly, advanced diploma graduates, meeting the CSTD course specific requirements (specific courses – some of which are delivered in program - details at www.cstd.ca) will be part way to their CTDP designation. Additional study and experiential requirements will be necessary after this program for achieving the CTDP designation.

Fanshawe College is closely aligned with the *the Board of Canadian Registered Safety Professionals* (BCRSP). Accordingly, graduates, meeting the CRSP (Canadian Registered Safety Professional) course content area specific requirements (some courses are delivered in program - details at www.bcrsp.ca) will be part way to their CRSP professional designation. Additional study and experiential requirements will be necessary after this

program for achieving the CRSP designation.

Fanshawe College is closely aligned with the *Canadian Payroll Association* (CPA). Accordingly, advanced diploma graduates, meeting the PCP course specific requirements (specific courses – some of which are delivered in program - details at www.payroll.ca) will be part way to their PCP designation. Additional study and experiential requirements will be necessary after this program for achieving the PCP designation.

Occupational areas where it is anticipated graduates will find employment

- human resources assistants
- recruiters
- compensation analysts
- pension and benefits advisors
- health and safety assistants
- employment equity officers
- training and development assistants
- labour relations assistants

Industry Employment areas:

- Municipalities
- Hospitals and care facilities
- School Boards, colleges, universities
- Manufacturing
- Provincial and Federal Government Agencies

VOCATIONAL PROGRAM LEARNING OUTCOMES: (vocational program learning outcomes must be consistent with the requirements of the Credentials Framework for the proposed credential)

The graduate has reliably demonstrated the ability to:

1. Contribute to the planning and implementation of employee recruitment, selection, and retention strategies
2. Administer and facilitate the performance management program
3. Coordinate and support the development, implementation, and evaluation of employee orientation, training and development programs
4. Implement and support effective employee and labour relations strategies in both non-union and union environments
5. Administer and communicate the organization's total compensation plan
6. Collaborate with others, in the implementation and monitoring of organizational health and safety policies and practices
7. Contribute to the identification of information needs and apply current and emerging information technologies to support the human resources function
8. Contribute to organizational development strategies aimed at promoting organizational effectiveness
9. Present and evaluate communication messages and processes related to the human resources function of the organization
10. Develop, implement, and evaluate personal professional development plans to achieve ongoing competence in human resources professional practice
11. Identify and communicate the human resources component of the organization's business plan
12. Contribute to the collection, analysis, and utilization of human resources data

(Add additional outcomes as required)

ADMISSION REQUIREMENTS:

OSSD with courses from the College (C), University (U),
University/College (U/C), or Open (O) stream WITH:

- Any Grade 12 English (C) or (U)
- Mathematics* ONE OF:
 - Any Grade 12 Mathematics (C), or (U)
 - Any Grade 11 Mathematics (C), (U), or (U/C)(Note: a minimum final grade of 60 is required for any Grade 11 Mathematics course)

OR

Academic and Career Entrance Certificate (ACE)

OR

Ontario High School Equivalency Certificate (GED) AND:

- Mathematics* ONE OF:
 - Any Grade 12 Mathematics (C), or (U)
 - Any Grade 11 Mathematics (C), (U), or (U/C)(Note: a minimum final grade of 60 is required for any Grade 11 Mathematics course)

OR

Mature Applicant with standing in the required courses and grade stated above

Note:

- *Applicants who lack the required Mathematics may still gain eligibility for admission by completing appropriate prior upgrading.

Recommended Academic Preparation

- Any Grade 11 or Grade 12 Business Studies (C), (U/C), or (O)
- Grade 12 Business and Technological Communication (O)
- It is recommended that students in the Academic and Career Entrance Certificate (ACE) program take a Business or Technical Mathematics course and a Computer Skills course within the ACE program.
- Applicants who do not meet the stated admission requirements for the Business - Human Resources program should apply to the one year Business Foundations Ontario College Certificate

program, Program Code BFS1. The Business Foundations program is recommended for students who require or desire academic upgrading, particularly in Mathematics and English, before pursuing a business diploma program. Students who successfully complete the Business Foundations program may be eligible for admission to Level 2 of any two year business diploma program at Fanshawe College.

Recommended Personal Preparation

- Strong interpersonal skills
- Ability to work in a team environment such as experience in a secondary school business club or Junior Achievement, sports team or other team/club environment
- Volunteer experience in a people-oriented workplace such as summer camp or HR department

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APPENDIX C - PROGRAM CURRICULUM

| Semester | Course Code* | Course Title (and brief course description) |
|-----------------|---------------------|---|
| 1 | ACCT-1004 | <p>Principles of Accounting 1</p> <p>This course introduces the student to the subject of Accounting and is designed to teach the student an essential life skill. The course focuses on the concept of accounting and its connection to students' financial well being. The student will learn a basic understanding of accounting and its importance to business success.</p> |
| 1 | BUSI-1060 | <p>Strategies for Success</p> <p>This course presents and helps to develop some of the skills required to achieve college and career success. Areas of focus include: emotional self-awareness and social skills, goal-setting, time management, note-taking, test preparation strategies, and managing college life.</p> |
| 1 | WRIT-1032 | <p>Reason & Writing – Business 1</p> <p>This course will introduce business students to essential principles of reading, writing, and reasoning at the postsecondary level. Students will identify, summarize, analyze, and evaluate multiple short readings and write persuasive response essays to develop their vocabulary, comprehension, grammar, and critical thinking. This course will also introduce students to selected business terms.</p> |
| 1 | MKTG-1012 | <p>Principles of Marketing 1</p> <p>This course is designed to provide an overview of the decisions that face Marketers in today's fast-paced and competitive business</p> |

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| | | environment. Students will learn that marketing is not only advertising but a broad set of activities designed to satisfy consumer needs and wants. Students examine the information Marketers require for effective decision-making and learn the basic elements of the marketing planning process. |
| 1 | MATH-1052 | <p>Business Math</p> <p>This course provides a review of basic arithmetic and algebra as well as providing students with mathematical tools and concepts needed for other college courses and in future employment. This course is to prepare students for later courses in Marketing, Business, Financial Planning, Accounting, Purchasing and Insurance.</p> |
| 1 | BUSI-1005 | <p>Introduction to Business Processes (mandatory gen ed)</p> <p>The purpose of this course is to explore the various functional areas of business in Canada and to demonstrate the interrelationship among these areas. Students are introduced to many concepts, including major business trends, the role of government in business, marketing, operations, employee-management issues, financial resources management, business ethics, social responsibility and community-related philanthropy.</p> |
| 2 | COMP-1390 | <p>Software Applications HR Professional</p> <p>This course will serve as an introduction to computer software applications required by the Business Human Resources Professional. Fundamental computing concepts include file management, internet searches and sites, Outlook, Excel, Word, PowerPoint, Access, and HRIS. Additional tools required by HR professional are included in this course, namely photocopiers (advanced functions associated with computers and document production) and phone systems.</p> |
| 2 | FINA-1004 | <p>Finance 1</p> <p>A general education course developed to provide students with the fundamental financial life skills so that they can make educated financial management decisions over the course of their lifetime. The emphasis is on those financial life skills that are of particular</p> |

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| | | relevance in the early stages of the financial management life cycle. |
| 2 | MGMT-1017 | <p>Human Resources Management</p> <p>This course will provide students with an overview of human resources issues in the current business world. Safety training will also be included as it relates to workers' rights and responsibilities with respect to occupational health and safety.</p> |
| 2 | COMM-3020 | <p>Professional Communication</p> <p>This course develops students' literacy and professional communication skills. Students focus on key issues and convey relevant meaning in oral and written formats. Main topics include writing in a variety of short report and other relevant business documents (like letters, memos, short reports); communicating in groups (including meetings); awareness of multicultural communication and diverse audiences; the job search (including résumés and cover letters); business rhetoric in speaking and writing; summarizing and evaluating current business-related readings; delivering oral presentations; researching and documenting research reports applying an acceptable documentation style to written material; and self-editing skills. Students use a computer lab for writing assignments throughout this course.</p> |
| 2 | MGMT-3043 | <p>Performance Management</p> <p>Students in this course will be exposed to various types of performance appraisal strategies and processes. Topics include determining skill sets required for various jobs, performance indicators and measures, setting goals and objectives, facilitating performance improvements, addressing poor performance, wrongful dismissal, probationary review, progressive discipline, and termination.</p> |
| 2 | ACCT-1059 | <p>Payroll Compliance Legislation</p> <p>Students who complete this course will know the payroll compliance responsibilities that affect organizations, be able to comprehend payroll legislation, and be able to effectively communicate these to all stakeholders. This course will provide students with the payroll-related legislation affecting organizations, as well as the tools to find</p> |

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| | | information and apply that information to different scenarios in relation to individual pay. |
| 3 | MGMT-3048 | <p>Compensation & Benefits Administration</p> <p>This course will provide students with an understanding of the process, issues, and techniques involved in administering a compensation system. Students will learn both the theoretical and applied aspects of the compensation function; the linkage between the compensation function and the organizational management process; and the compensation system design necessary to attract, retain and motivate the required workforce.</p> |
| 3 | MGMT-3007 | <p>Organizational Behaviour</p> <p>Students in this course will learn the interrelation among functional areas of organizations, and how to apply leadership knowledge and skills when working with co-workers, supervisors, and customers. Topics include theories of organizational behaviour; the impact on organizational outcomes; the impact of individual human systems such as perception, communication, motivation, and leadership; and the impact of the team approach on work and the organization.</p> |
| 3 | MGMT-3042 | <p>Training & Development</p> <p>Students will learn how to identify training needs, develop and evaluate training programs, and training delivery techniques. In addition, students will learn about the importance of training programs and how they contribute to the corporate well being and development of an organization and its employees.</p> |
| 3 | LAWS-XXXX | <p>Employment Law</p> <p>An examination of the principles of Canadian business law with the main focus on current legislation affecting human resource management including: human rights codes, Employment Standards Act, Pay Equity Acts, the Charter of Rights and Freedoms, employment equity acts, and certain aspects of labour relations laws. The course will look at both unionized and non-unionized environments from an employment law perspective.</p> |
| 3 | MGMT-1196 | Human Resources Mentorship Foundations |

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| | | <p>This course focuses on refining the students' abilities, from a Human Resources (HR) workplace perspective, such that they prepare and demonstrate use of practical tools for the purpose of securing and succeeding in a mentorship. The tools will include cold calls, speaking and presentation skills, meeting minute taking, research on the HR profession – jobs and vocational requirements, interview skills, dressing and dining skills, and compilation of a professional HR - specific career portfolio including cover letter and resume. Students will complete a professional presentation on a company's professional mentoring program. Further, weekly, throughout the course, students will demonstrate proficiency in group dynamics akin to a HR team in the workforce.</p> |
| 3 | ACCT-1065 | <p>Payroll Fundamentals 1</p> <p>You will be able to apply payroll legislation and calculate individual pay. This includes all components of individual pay from remuneration, through deductions, to net pay for both regular and non-regular situations. You will have the content and skills to effectively communicate all aspects of the individual pay calculation process to external and internal stakeholders. In addition, you will be able to accurately complete Records of Employment.</p> |
| 3 | ECON-1005 | <p>Economics II (mandatory gen ed)</p> <p>This is an introductory macroeconomics course. Students will study measures of macroeconomic activity, growth in the economy and the government's role in stabilizing the economy.</p> |
| 4 | MGMT-XXXX | <p>Employee Resolution & Problem Solving</p> <p>In this course students will have a clear understanding of the interpersonal, resolution and problem solving skills needed by Human Resources professionals in both a unionized and non unionized environment. This course will focus on the knowledge and application of effective techniques to manage employee issues, apply problem solving strategies in a situational environment, and explore theoretical concepts and investigative techniques for resolving conflict. Emphasis will be placed on the interpersonal skills needed to resolve employee issues and developing a</p> |

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| | | foundation of conflict resolution options, including the use of group facilitation methods and building a collaborative environment when managing conflict. |
| 4 | BUSI-1068 | <p>Effective Meeting & Presentations</p> <p>Students will gain confidence in the use of their presentation skills in individual and group settings. Students will develop competence in the use of PowerPoint 2007 for presentations as well as knowledge for professional protocol in business meetings.</p> |
| 4 | MGMT-3009 | <p>Recruitment & Selection</p> <p>This course will assist the student in developing skills in recruitment, interviewing and orientation. Other topics will include learning the best methods for attracting potential employees, selecting people, establishing criteria for hiring, conducting the screening process, and evaluating application forms, letters and resumes.</p> |
| 4 | HLTH-1102 | <p>Occupational Health and Safety</p> <p>This course will provide students with an overview of safety and risk management principles. Topics include responsibilities of firms and employees, economic impact of loss control, ergonomics, workplace hazards assessment, accident prevention, absenteeism, shift work effects, WHMIS, WSIB Act, and the Occupational Health & Safety Act of Ontario.</p> |
| 4 | ACCT-3033 | <p>Payroll Fundamentals 2</p> <p>This course is the fourth requirement in the CPA'S CPM certification.</p> |
| | MGMT-1197 | <p>Human Resources Mentorship</p> <p>This course offers the next step in the Human Resources Mentorship process. With the successful completion of prerequisite, MGMT 1196, the student will bring the tools and skills learned, along with the knowledge from their other program courses to participate in their Mentorship placement. At the Mentorship, the students will shadow their HR Mentor observing and receiving hands-on experience in a human resources capacity. The mentorship will introduce students to daily functions of an entry level human resources office position and provide networking</p> |

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| | | opportunities in the business community. |
| 4 | INDS-#### | General Education Elective (first required) |
| 5 | MGMT-4001 | <p>Human Resources Planning</p> <p>Human Resources plays an integral role in the development of an organizational business plan and strategy. This course will provide an overview of the essential elements of the human resources planning process. Quantitative, as well as qualitative concepts, approaches and techniques will be discussed.</p> |
| 5 | FINA-1038 | <p>Finance & Accounting for Non-Accountants</p> <p>FINA-1038 will provide you with an understanding of financial and management accounting, accounting reports and disclosure and the methodologies required to perform calculations as the basis for sound decision making. It is strongly recommended that you have some fundamental knowledge in accounting in order to be successful in this course. Recommend ACCT-1004 as an introductory course.</p> |
| 5 | SFTY-#### | <p>Occupational Health & Safety Legislation</p> <p>This course will provide students with an analytical understanding of current provincial and federal health & safety legislation and its application and implications in the workplace. Topics include WHMIS, WSIB Act, Canada Labour Code, Occupational Health and Safety Act and environmental legislation.</p> |
| 5 | MATH-#### | <p>HRIS – Statistics and Analysis</p> <p>To keep up with the face pace of changing technology and enhanced managerial responsibilities, it is essential for the upcoming Business Human Resources professional to be highly efficient in both statistical techniques in solving business problems and data assessment from HRIS systems. HRIS curriculum will expose and educate the student in: planning, identifying, assessing, developing, implementing and managing sound HR related information. Highly ordered analysis skills will be taught in order to facilitate comprehensive understanding of HRIS reports. Topics include frequency distribution, measures of location, measures of central</p> |

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| | | tendency, measures of dispersion, normal distribution, sampling distributions, estimation of means and proportions, simple regression and correlation, time series, business forecasting and indexes. |
| 5 | BUSI-1002 | <p>Work Place Issues & Ethics</p> <p>This course will provide the student with an understanding of the meaning, history, and organization of work. Topics include work ethics, challenges to balancing life, building competencies, accountability, employability, understanding the role of work in the employee's personal life, planning for lifelong learning, setting personal expectations of ethics and rewards, and reconciling expectations with the changing work environment.</p> |
| 5 | MGMT-#### | <p>Negotiating Skills/Mediation & Conflict Resolution</p> <p>This course is designed to expand and strengthen student knowledge and application of conflict resolution strategies in a business context. In this course, students will focus on skill mastery and developing a more resourceful understanding of appropriate techniques for resolving disputes between two or more parties. Emphasis will be placed on strategic preparation when using various non-adversarial approaches, moving from positions to interests and building a collaborative environment when resolving disputes.</p> |
| 5 | MGMT-#### | <p>HR Community Consultancy 1</p> <p>This course will employ students in the pursuit of helping real businesses in our local community solve problems or realize opportunities. Community Consultants is a business consultancy operated by Fanshawe's Lawrence Kinlin School of Business. The service gives students the opportunity to gain real-world employability skills and to build a portfolio and gives clients the opportunity to add value to their business while contributing to the community. At the discretion of the Chair of the Lawrence Kinlin School Business, the Course (MGMT ####) will be substituted for two current courses in each student's timetable.</p> <p>In Semester 5 students will take either:</p> <ol style="list-style-type: none"> 1. BUSI-1002 Workplace Issues and Ethics AND MGMT- |

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| | | #### *Negotiating Skills/Mediation & Conflict Resolution 2. OR MGMT-#### *HR Community Consultancy 1 |
| 5 | INDS -#### | General Education Elective (second required) |
| 6 | MGMT-1163 | <p>Labour Relations</p> <p>The study of labour relations provides the backdrop for understanding the relationships between management, union, the government, the public and other stakeholders. Students will learn to develop strategies to contribute to organizational effectiveness through good employee and labour relations. The historical, environmental, constitutional and legislative framework will provide the foundation for an in-depth examination of the modern Canadian labour relations experience. Union recognition and the collective agreement, its content and its negotiation will be examined in detail. Considering that one in every five employees in Canada works in the public sector, special attention will also be paid to public sector unions.</p> |
| 6 | SFTY-3003 | <p>Safety Administration</p> <p>This course covers the history of accident prevention and concentrates on the principles of "managing safety". Students will learn how to implement an effective safety program. This course examines proper accident investigation, accident reporting, audits, inspections, accident costs, safety committees, elimination of hazards and basic loss control principles.</p> |
| 6 | SFTY-3004 | <p>Hazard Management</p> <p>This course is designed to introduce you to the basic concepts of hazard management- recognition, evaluation, and control of safety and health hazards in the workplace environment as related to management and the occupational health and safety team. Topics include safety management planning, critical task analysis, physical hazards and ergonomics as well as an introduction to hazardous waste management.</p> |
| 6 | ECON-1002 | <p>Economics 1</p> <p>Economics I is an introductory microeconomics course which covers</p> |

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| | | a broad curriculum of microeconomic principles. Students will study the foundations of economic choice, market pricing, consumer behaviour, business decision making, market structure and policy development in a small open economy like Canada. |
| 6 | MGMT-#### | <p>Managing Strategic HR Projects</p> <p>In this course students will have a clear understanding of how to manage strategic Human Resources projects and its unique challenges. This course involves understanding and managing the relationships between people and technology, and the scarce resources of time and money. This course will provide practical theories for the successful development, implementation and evaluation of strategic Human Resources projects. Students will be introduced to a variety of principles, practices, tools and resources they can use to manage projects in a Human Resources setting.</p> |
| 6 | MGMT-#### | <p>Managing Leaders & Leadership</p> <p>This course will build on (currently Level 4.1: Effective Problem Solving (Negotiation, Difficult People, Conflict Resolution) and (currently Level 5.6 Negotiating Skills/Mediation and conflict Resolution). The course will introduce Level 6 BHR students to a variety of leadership theories and theorists. Students will identify and analyze individual and organizational leadership issues and how they impact organizational culture, change and learning. Students will be able to delineate between management and leadership, analyze gender issues in leadership and evaluate the advantages and disadvantages of various approaches.</p> |
| | MGMT-#### | <p>HR Community Consultancy 2</p> <p>This course will employ students in the pursuit of helping real businesses in our local community solve problems or realize opportunities. Community Consultants is a business consultancy operated by Fanshawe's Lawrence Kinlin School of Business. The service gives students the opportunity to gain real-world employability skills and to build a portfolio and gives clients the opportunity to add value to their business while contributing to the</p> |

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| | | <p>community. At the discretion of the Chair of the Lawrence Kinlin School Business, the Course (MGMT-####) will be substituted for two current courses in each student's timetable.</p> <p>In Semester 6, students will take:</p> <ol style="list-style-type: none">1. MGMT-#### *Managing Strategic HR Projects AND MGMT-#### *Managing Leaders & Leadership2. OR MGMT-#### *Community Consultancy 2 |
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